

Community Mental Health and Wellbeing Fund

# Support to Make A Strong Application



Scottish Government  
Riaghaltas na h-Alba  
gov.scot

2022/2023

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This guide aims to help you make a strong application for grant funding from the **Communities Mental Health and Wellbeing Fund**.

This does not act as a path to guaranteed funding.



# WHAT IS

## The Communities Mental Health and Wellbeing Fund?



*Waist Not Want Not in East Kilbride, funding recipients on 2021/2022*

A further £15 million has been awarded for the second year of the Communities Mental Health and Wellbeing Fund to support mental health and wellbeing in communities across Scotland.

The funding was launched in October last year, and it has helped nearly 2,000 community projects to deliver activities and programmes in its first year in Scotland.

VASLan - Third Sector Interface for South Lanarkshire - is proud to act as funding lead for the South Lanarkshire area, and we will

continue to work with local partners in managing and distributing the funding to organisations and community support groups that promote and develop mental health and wellbeing.

In the first year of the funding, VASLan managed to allocate over £1 million to 100 organisations across South Lanarkshire.

For the fund application, guidance and frequently answered question can be found at

<http://www.vaslan.org.uk/cmhwf/>



# HOW TO WRITE

## A Strong Application

“

*Before anything else, preparation is the key to success.*

”

**ALEXANDER GRAHAM BELL**



### PREPARE FOR YOUR APPLICATION

Before applying for any funding, you should always be well prepared. Know your project, practice explaining your project on paper and remember the amount of space in the online application form is very limited, you are looking to be clear, compelling and concise.

Practising this in a separate document beforehand will help you write a stronger application; it is always a good idea to type your application on a word document and run spell check before transferring it on to an online form.

Always read the application guidance and be certain that your project meets at least 1 of the criteria listed.

Begin by drafting an overall summary of your entire project, make this straight to the point covering the important parts you feel are essential to make your project work. Describe the people who will take part and their needs, the activities you intend to deliver and the differences you aim to make through your project. You will need this for your application form.



Always think about these three key questions:

- 1. What is the need for your work?**
- 2. What will you do to address the need?**
- 3. What difference will your activities make?**

## **WHAT IS THE NEED FOR YOUR WORK?**

You know this better than the funder, do not assume the funder knows this.

- Tell us about who will take part in your project and their needs.
- Tell us about how they are excluded or disadvantaged and what research or knowledge you have to back this up.

Explain the geographic area or areas your project will cover, are you targeting rural areas, specific communities or wider areas in South Lanarkshire?



## WHAT WILL YOU DO TO ADDRESS THE NEED?

You will be asked to provide information to describe your activities and the things you will do in your project. This is where we want to see the passion you have for your project. This can be difficult to express on paper but try and give the funder as much information as possible. This information could include:

- What your grant will pay for, how long will your activities last and what is your timescale?
- How many people will take part in total and how many new volunteers/staff will you need to recruit to help your project be successful?
- Name the other organisations and groups you will partner with and tell us how you will work together? If you have not considered this, to promote collaboration and partnership within communities is there another organisation you could partner with to expand your project and possibly apply for more funding to make this possible? If you would like to discuss this further, please email us [funding@vaslan.org.uk](mailto:funding@vaslan.org.uk).

Your project should fit with one or more essential priorities as outline in the application guidance. These are:

- Promoting and supporting the conditions for good mental health and wellbeing at a population level.
- Providing accessible signposting to help advice and support
- Providing a rapid and easily accessible response to those in distress.
- Ensuring safe effective treatment and care of people living with mental illness
- As well as address short- and medium-term benefits: ***“What will change as a result of your project?”***

Some examples of these are (not limited to):

- People know how to manage their mental health and wellbeing.
- People feel included and that services address the issues that they face.
- People feel Less Lonely and isolated.
- People are making new friends and strengthening their relationships.
- People are interacting and sharing their skills and knowledge.
- People are informed of services that are available to help them manage their mental health and wellbeing.

Consider the impact your project will make for everyone directly involved and for those in the wider community.





## ORGANISATIONAL STATUS AND OTHER DOCUMENTS

There are a few more things to think about before you apply. Make sure you have your governing document to hand and available to send to VASLan. This should be your constitution which explains your aims and objectives and describes how your organisation is run.

Please contact us if you would like one of our capacity officers to come and offer advice on writing a strong constitution. This is a free service.

We will ask you to provide a copy with your application. If you do not have a written constitution, please select the “unconstituted organisation” option on the form. This will mean that you have to have a supporting, constituted organisation to support your application.

As standard practice we will also require you to provide a copy of your most recent annual accounts or if you don't have these, your annual financial statement.

Make sure your organisation or group is eligible to apply. We are encouraging applications from small, grass root organisations, we have capacity officers who can support you in applying if you are unsure or unconstituted please contact us if you require this support.

We welcome applications from a range of voluntary, 'not for profit' organisations, associations, groups and clubs or partnerships which have a strong community focus for their activities.

Eligible organisations are listed here:

- Community councils
- Incorporated third/voluntary sector organisations, including:
  - *Scottish Charitable Incorporated Organisations (SCIO)*
  - *Social enterprise companies*
  - *Asset locked companies or Community Interest Companies (CIC)*
  - *Not-for-profit Companies Limited by Guarantee*
- Constituted third/voluntary sector organisations, including:
  - *Unincorporated Associations*
  - *Charitable Trusts*
  - *Cooperative and Community Benefit Societies*



- **Un-constituted third/voluntary organisations**

If you don't have a written governing document, you can apply for grant funding up to a maximum of £2,000 but only where you are working in partnership with either a community council or an established, incorporated or constituted organisation that is willing to hold the funding on your behalf. If you select this category, we will ask for further information and written evidence to show an agreement in place between organisations.

You will need a bank account in the name of your organisation or group. However, unconstituted organisations can ask a partner organisation to hold grant funding on their behalf. We will only ask for your bank details if your application is successful.

- **Parent councils – For projects which are to help 16+ only**

If you need help with any of these, please contact us: [funding@vaslan.org.uk](mailto:funding@vaslan.org.uk)



*The Busy Bees in Rutherglen, funding recipients on 2021/2022*





# GENERAL

## Application Advice



It is really important that you take time to read the guidelines for the fund carefully.



Please don't wait until the last minute before submitting your application. By doing this you run the risk of leaving it to late and the fund no longer being in a position to support your project. Please try to apply as soon as you can. Applications for the community's mental health and wellbeing fund should be in as soon as possible. This is important for you to make the most of the funding available.



You should aim to describe how your work fits with the funding criteria and priorities. If your work or project doesn't fit at all, then please don't apply.



Please make sure you answer all the questions in the application form directly.



If you work together with other organisations, remember to name them. It's good to describe the benefits of your collaboration and also the unique contribution you make.



Your budget should include all the costs of delivering your project or idea. Take in to account the cost-of-living crisis we are facing.



# RECAP

Tell us how you know there is a clear need for your project? Does this come from your own experience – perhaps from a high demand for your services, your knowledge of your community, or recent community consultation?

- **How are you connected to people in your community?** Please tell us about your connections, partners and the other organisations you work with. What do people say? How will service users or beneficiaries influence the delivery of your project?
- **Tell us what you will do** to make sure everyone can access your project, particularly people who would benefit most.
- **What monitoring and evaluation tools will you use** to measure the difference your work will make?
- **How do you plan to report** the differences your project makes to us?

We wish you every success and look forward to receiving your application!

**ALL APPLICATIONS ARE ASSESSED BY AN EXTERNAL PARTNERSHIP PANEL MADE UP OF PEOPLE FROM SOUTH LANARKSHIRE COUNCIL, HEALTH AND SOCIAL CARE PARTNERSHIP, COMMUNITIES MENTAL HEALTH TEAM. THE OUTCOME OF YOUR APPLICATION IS MADE BY THE PANEL AND THAT DECISION IS FINAL, VASLAN HAS NO AUTHORITY TO OVERRIDE THIS DECISION. YOU CAN APPLY AGAIN IF APPROPRIATE - FOR EXAMPLE THE APPLICATION WAS NOT CLEAR ENOUGH, DID NOT SUPPLY ENOUGH INFORMATION.**



# SUPPORT

## from VASLan

Additional support is available to all community groups, voluntary organisations and social enterprises in South Lanarkshire.

Some of the Services we offer are:

### Capacity Building Support including support for Social Enterprise, this includes and not limited to:

- ➔ Governance
- ➔ Business planning
- ➔ Sustainability plans
- ➔ How to start up an organisation
- ➔ Mandatory training information
- ➔ Risk assessments

### Funding Support, this includes and not limited to:

- ➔ Funding searches specific to your organisation and project.
- ➔ Support for completing applications.
- ➔ Advice on VASLan managed funds and what is available from us.

## DID YOU KNOW?

It only takes 2 to 3 weeks from submitting application to the money being transferred into your bank for successful applicants.



## Marketing, Promotion and Organisation Spotlight:

- ➔ We have our own Communications and Marketing team who are happy to visit your organisation and create your very own spotlighting video which can then be shown through our various social media channels. You will also receive a copy to keep.
- ➔ Do you have an exciting new project, event or are you looking for staff / volunteers? We can showcase this on our monthly newsletter and other forms of marketing. Please contact [comms@vaslan.org.uk](mailto:comms@vaslan.org.uk).

## Volunteer Support:

- ➔ Do you make full use of the fantastic volunteers South Lanarkshire has to offer? VASLan can match opportunities with our database of volunteers, publicise volunteering at events, Employer Supported Volunteering to encourage private organisations to put a volunteering policy into their contracts so that their staff can volunteer.

Plus, so much more!

Over the last year VASLan has grown and is now in a better position to fully support the third sector.

To find out more and to get in touch visit [www.vaslan.org.uk](http://www.vaslan.org.uk)



Larkhall and District Volunteers Group in Larkhall, funding recipients on 2021/2022



East Mains Baptist Church in East Kilbride, funding recipients on 2021/2022



# CONTACT VASLAN

If you have any further questions about the fund or need support to make your application, please contact us:



[funding@vaslan.org.uk](mailto:funding@vaslan.org.uk)



01698 300390



[www.vaslan.org.uk/cmhwf](http://www.vaslan.org.uk/cmhwf)



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